

Preparing Authority: Adam Gouker	 R105 - Requirements When Making Reference to A2LA Accredited Status	Publication Date: 10/06/22
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INTRODUCTION

ISO/IEC 17011 – Conformity Assessment – Requirements for accreditation bodies accrediting conformity assessment bodies, the standard by which A2LA operates in order to be recognized by the International Laboratory Accreditation Cooperation (ILAC), stipulates that:

“The accreditation body, shall have a documented policy governing the use of the accreditation symbol and claims of accreditation status.”

ILAC further addresses accreditation body symbol use in its policy document [P8 ILAC Mutual Recognition Arrangement: Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Conformity Assessment Bodies](#) and its requirement document [R7 Rules for the Use of the ILAC MRA Mark](#), upon which this document is based.

The following requirements, pertaining to the use of the “A2LA Accredited” symbol and to any other reference to A2LA accreditation, shall be met by an organization in order to become and remain accredited by A2LA.

A2LA-accredited conformity assessment bodies (CABs) are strongly encouraged to promote their A2LA accreditation by using the “A2LA Accredited” symbol, which is provided to each newly accredited and renewed organization in their [G125 – A2LA Promotion of Accreditation Information](#), which is also available on A2LA’s customized web portal for every enrolled and accredited organization.



While inclusion of the “A2LA Accredited” symbol on reports is not mandatory in most instances (see [R102 – Conditions for Accreditation](#) for exceptions), only reports bearing the “A2LA Accredited” symbol (or that otherwise make reference to accredited status by a specific, recognized accreditation body) can benefit from the acceptance established through mutual recognition agreements/arrangements among accreditation bodies, and only those calibration and reference material certificates bearing the “A2LA Accredited” symbol (or that otherwise make reference to accredited status by a specific, recognized accreditation body) can be confirmed to meet the A2LA Traceability Policy.

One of the strongest points made on the use of accreditation symbols is stated at the conclusion of [ILAC P8](#):

“The integrity of accreditation depends on accreditation bodies and their accredited CABs taking joint responsibility for the proper claims of accreditation status and use of accreditation symbols, and for improving the reputation and value of accreditation for the benefit of all accredited CABs, their customers and other users of conformity assessment results.”

Any questions about this document and requests for review and approval of proposed marketing and advertising materials should be directed to A2LA. Please email all questions to info@A2LA.org. A2LA accredited and enrolled organizations may also contact their assigned Accreditation Officer directly.

REQUIREMENTS

General Use

- 1.1 All requirements related to use of the “A2LA Accredited” symbol also apply to any other reference to A2LA accreditation, including when used in combination with any conformity assessment body mark.

- 1.2 The “A2LA” logo is to be used by A2LA only. Accredited organizations may use the “A2LA Accredited” symbol and/or may make a narrative reference to their A2LA accreditation, but may not use the “A2LA” logo in such references. Where the A2LA name (not to be confused with the “A2LA” logo) is used by accredited organizations in a narrative reference to accredited status, it shall always be accompanied by at least the word “accredited”.

- 1.3 The A2LA Logo:
(to be used by A2LA only)



- The “A2LA Accredited” Symbol:
(to be used by A2LA-accredited organizations)



- 1.4 There are no restrictions on the size of the "A2LA Accredited" symbol, but the format and proportions must remain the same as in the version provided by A2LA.
- 1.5 Effective August 1, 2020, accredited organizations may use either a grayscale or a color version of the “A2LA Accredited” Symbol provided by A2LA. If using the color version, the original blue (PMS 294, #002f6d) and orange (PMS 158, #ee7624) colors shall be used and may not be altered. Note: any advertising material utilizing the A2LA Accredited symbol that was in use, or approved for use by A2LA, prior to August 1, 2020 will be grandfathered and not expected to meet this new requirement.
- 1.6 Accreditation claims shall be made only:
- 1.6.1 With respect to the name or registered trade name of the legal entity by which the organization holds A2LA accreditation (as displayed on the Scope of Accreditation).
- 1.6.2 With respect to the activities that are covered under the organization’s valid Scope(s) of Accreditation.
- 1.6.3 With respect to the specific accredited location(s) that is listed on the organization’s Scope(s) of Accreditation.
- 1.6.4 When accompanied by the organization’s A2LA Certificate Number.
- 1.7 Accreditation claims shall not be made:
- 1.7.1 Physically on any products or items that have been subject to conformity assessment. (Calibration, inspection and reference material labels are permitted if the criteria in Section 4.0 below are met.)
- 1.7.2 In any manner that would imply personnel certification or A2LA endorsement of a product, process, service or presented results.
- 1.7.3 In any manner that would imply A2LA responsibility for any results presented.
- 1.7.4 On materials (e.g., labels, reports/certificates, proposal/quotations, etc.) when none of the work described within these materials is part of the organization’s Scope(s) of Accreditation. (Note: If both accredited and non-accredited work is presented, then accreditation claims may be included as long as the non-accredited work is clearly distinguished from the accredited work.)
- 1.7.5 The use of the symbol or claims of accreditation by the accredited organization shall not misrepresent the organization’s accreditation status or bring the accreditation process into disrepute. (Note: A2LA serves as the final arbiter in any discussion on the appropriate use of the symbol or reference to A2LA accredited status and so accredited organizations are invited and encouraged to contact A2LA for prior review of any planned promotion or reference to A2LA accredited status.)

Opinions and Interpretations

- 2 Where statements of opinions and interpretations are included on an organization's endorsed report or certificate, such statements must be based on results from work for which the organization is accredited; otherwise the accredited organization is required to include a disclaimer such as the following in the certificate or report: *"The opinions/interpretations identified/expressed in this report are outside the scope of this organization's A2LA Accreditation."* (Note: It is preferable to express opinions and interpretations that are outside the Scope of Accreditation on a separate letter which is not part of the endorsed certificate or report and that does not carry the "A2LA Accredited" symbol or other reference to A2LA accreditation.)

Sub-Contracted Activities

- 3 An accredited organization may include results of subcontracted work on its endorsed reports or certificates (meaning, those containing the "A2LA Accredited" symbol or other reference to A2LA accredited status), only if (in addition to the relevant ISO Standard requirements related to subcontracting):
 - 3.1.1 The subcontracted work appears on the accredited organization's own A2LA Scope of Accreditation. (Note: This requirement is not applicable to accredited inspection bodies, proficiency testing providers and reference material producers.)
 - 3.1.2 The accredited organization assumes all responsibility for the subcontracted work.
 - 3.1.3 The accredited organization obtains prior approval from their subcontractor to report excerpts from the subcontractor's original report/certificate.
 - 3.1.4 The subcontractor itself is accredited by A2LA (or one of A2LA's Mutual Recognition Arrangement partners) for the work done and the results were provided on an endorsed report/certificate from the subcontractor. (Note: This requirement is not applicable to accredited inspection bodies, proficiency testing providers and reference material producers.)
- 3.2 If results from a non-accredited subcontractor are used on an accredited organization's report/certificate, the requirements of Section 1.7.4 of this document apply.

Labels

- 4 A2LA accredited calibration laboratories may affix calibration labels containing the "A2LA Accredited" symbol to equipment that has been calibrated by the accredited calibration provider under their Scope of Accreditation. Calibration labels containing the "A2LA Accredited" symbol shall not give the impression that A2LA approved or calibrated the equipment.
 - 4.1 Inspection labels containing the "A2LA Accredited" symbol may be affixed only to the specific items that have been inspected by an accredited inspection body under their Scope of Accreditation (*relevant to the A2LA ISO/IEC 17020 Inspection Body Accreditation Program*). The label must clearly indicate that the item has been inspected (e.g., "inspected by", "inspected on", etc.).
 - 4.2 Calibration or inspection labels containing the "A2LA Accredited" symbol shall include at least the following information:
 - 4.2.1 The name of the accredited organization.
 - 4.2.2 The accredited organization's A2LA certificate number.
 - 4.2.3 The equipment identification.

- 4.2.4 The date of the current calibration or date of the inspection.
- 4.2.5 Cross-reference to the accredited calibration certificate or inspection report issued with respect to the calibration/inspection, if traceability to the certificate is not achievable through the above information.
- 4.3 A2LA accredited reference material producers may affix labels containing the “A2LA Accredited” symbol to materials that have been produced under their Scope of Accreditation. Reference material labels containing the “A2LA Accredited” symbol shall not give the impression that A2LA approved or produced the RM. In addition to the information required in ISO 17034, RM labels containing the “A2LA Accredited” symbol shall include at least the following information:
- 4.3.1 The name of the accredited organization.
- 4.3.2 The accredited organization’s A2LA certificate number.
- 4.3.3 The designation of the product and batch number
- 4.3.4 Cross-reference to the reference material certificate

OPTIONAL: The Combined “ILAC MRA – A2LA Accredited” Symbol

- 5.1 Accredited organizations may use the combined “ILAC MRA – A2LA Accredited” symbol in order to demonstrate accreditation by a signatory of the ILAC arrangement. Due to the requirements imposed upon A2LA by ILAC for use of the ILAC MRA mark, additional requirements are in place for use of the combined symbol, as outlined below. Use of the combined symbol is prohibited for organizations performing conformity assessment activities outside the scope of the ILAC MRA (e.g. Biobanks and Product Certification Bodies).

Note: The ILAC MRA mark may only be used in economies where it has been registered. Please contact A2LA to determine if the ILAC mark has been registered in your economy.

- 5.2 The combined symbol may be used only in combination with the accredited organization’s A2LA certificate number. For example, the symbol below is appropriate for use.



Certificate #0000.01

- 5.3 The combined symbol shall be used only in the same proportions as indicated above; however, the “A2LA Accredited” symbol may be placed either above, below or on either side of the “ILAC MRA” mark as long as they are both in close proximity. The combined symbol may not be distorted, compressed or stretched in any way and shall not appear in a size that renders any portion of the combined symbol unreadable.
- 5.4 The combined symbol may be displayed in black-and-white or in an approved blue color according to the following color breakdowns:
- PROCESS (CMYK) Color Breakdown: C100 M56 Y0 K0
- PANTONE (PMS) Color Breakdown: PANTONE 293C (blue)
- WEBSITE (RGB) Color Breakdown: R0 G0 B229
- 5.5 Organizations wishing to use the combined symbol must present their proposed usage to their Accreditation Officer for review and shall not begin actual use of the combined symbol until they have received written approval from A2LA.
- 5.6 All requirements of Sections 1-4 of this document are also applicable to use of the combined symbol.

Other Combined Symbol Usage

6.0 The use of combined “IAF MLA – A2LA Accredited” and “IHAF MLA – A2LA Accredited” Symbols are prohibited.

DOCUMENT REVISION HISTORY

Date	Description
06/22/22	<ul style="list-style-type: none">➤ Introduction – added hyperlink to ILAC R7; added reference to R102 for instances when accreditation references are required on report or certificates; removed reference to Quality Manager for inquiries➤ 3.1.4 – added noted for reference to RMP, PTP and IB➤ 6.0 – added a title to the section
10/06/22	<ul style="list-style-type: none">➤ Added note to 5.1 indicating that the ILAC MRA mark may only be used in registered economies.